Glossary

Accessories Built-in programs that come with Windows.

Activation A process that is required by Microsoft and ensures that each Windows product is not installed on more than the limited number of computers allowed in the software's end user license agreement (EULA).

Active Refers to the window you are currently using.

Active desktop The screen that appears when you first start Windows, providing access to your computer's programs and files and to the Internet.

Active program The program that is open. The title bar changes from light blue to a darker blue.

Address bar Displays the address of the current Web page or the contents of a local or network computer drive.

Address Book Used to store mailing addresses, phone numbers, e-mail addresses, or Web sites, along with a contact's title, street address, phone number, and personal Web page addresses.

Alert A warning that is generated automatically when a counter value exceeds or falls short of a threshold value you have specified. *See also* Counter.

Allocation unit *See* Cluster.

Annotation tools A set of buttons that allow you to draw lines and shapes, highlight areas, add text or an attached note, change annotation properties, and switch between pages in a fax.

Antivirus software A program that examines the files stored on a disk to determine whether they are infected with a virus, then destroys or disinfects them.

Applications *See* **programs.**

Archive The process of saving a copy of the logs produced by the Event Viewer.

Archive attribute A Windows marker indicating whether or not a file needs to be backed up.

Argument A part of the command syntax that gives DOS more information about what you want it to do.

Articles Another name for newsgroup messages.

Audio bar A Movie Maker work area that contains audio clips for the sound track.

Audit The ability to monitor the success or failure of security related events, such as account logon and logoff activities, user account changes, and program launches.

AutoComplete A feature that suggests possible matches with previous filename entries.

Auto-hide A feature that helps you automatically hide the taskbar.

Back up To save files to another location in case you have computer trouble and lose files.

Background The primary surface on which icons and windows appear; you can customize its appearance using the Display Properties dialog box.

Background printing *See* Spooling.

Background process The processing time that programs, such as printing or disk backup, require while you run a foreground process. *See also* Foreground process.

Backup A Windows XP program for backing up files.

Backup job *See* Backup set.

Backup medium Floppy disks, zip disks, or tape cartridges used to store computer data.

Backup set A file that Backup creates when you perform a back up. Also known as a Backup job.

Backup strategy The process in which you select a backup method by evaluating tradeoffs among safety, time, and media space.

Bad sector A portion of a disk that cannot be used because it is flawed.

Banner *See* Separator page.

Baseline chart A chart that system administrators create when the computer or network is running at a normal level, in order to compare with other charts.

Binary data Internal computer software programming code that experienced computer technicians can evaluate to better interpret the event.

Bitmapped characters Fonts that are created with small dots organized to form a letter.

Blind carbon copy (Bcc) An e-mail option to send a copy of your e-mail message to another person whose name will not appear in the e-mail message.

Bridge A hardware device that connects two LANs or two sections of the same LAN together.

Briefcase A built-in accessory that synchronizes files between two different computers.

Broadband High speed connections to the Internet that are continually turned on and connected.

Buddies A list of contacts with whom you interact regularly, transfer files, and share programs and whiteboard drawings.

Buffer A temporary memory storage area that transmits streaming media to play continuously.

Bullet mark An indicator that shows that an option is enabled, in a dialog box or menu for instance. *See also* Enable.

Burn *See* Write.

Burn in When the same display remains on the screen for extended periods of time and becomes part of the screen; this can be avoided by enabling a screen saver.

Byte A unit of storage capable of holding a single character or pixel.

Cable modems Cable television lines that provide a completely digital path from one computer to another.

Carbon copy (Cc) An e-mail option to send a copy of your e-mail message.

Cascading menu A list of commands from a menu item with an arrow next to it. Pointing to the arrow displays a submenu from which you can choose additional commands.

Case sensitive When a program makes a distinction between uppercase and lowercase letters.

Catalog An index of the backed up files that is built and stored on the backup medium.

CD or CD-ROM *See* Compact Disc-Read-Only Memory.

CD-R *See* Compact Disc-Recordable.

CD-RW *See* Compact Disc-Rewritable.

Center A paragraph alignment in which the lines of text are centered between the left and right margins.

Certificate A statement verifying the identity of a person or the security of a Web site.

Check Disk A program that comes with Windows and helps you find and repair damaged sections of a disk.

Check mark An indicator that shows a feature is enabled, in a dialog box or menu for instance. *See also* Enable.

Classic style Refers to the Windows user interface setting where you double-click icons to open them. *See also* Windows Classic.

Clean install To perform an entirely new installation.

ClearType A feature that smoothes out the edges of fonts on portable computers or flat screen monitors to look the same as fonts on the printed page.

Clicking The act of pressing a mouse button once and releasing it.

Client *See* Workstation.

Client (component) A network component that allows you to access computers and files on the network.

Client/server networking A networking configuration that enables one or more computers (the clients) to link to a central computer (the server) for accessing shared files and resources, such as a printer.

Clip A video or audio segment.

Clipboard A temporary storage space on a hard drive that contains information that has been cut or copied.

Cluster A group of sectors on a disk. Also known as an Allocation unit.

Collection A folder to store and organize media clips in Movie Maker. *See also* Windows Movie Maker.

Collections area The area in Movie Maker that displays the contents of a collection folder.

Collections pane An area in Movie Maker where you view a hierarchy of collection folders.

Command A directive that provides access to a program's features.

Command prompt The place where you type DOS commands to run different tasks.

Command syntax A strict set of rules that you must follow when entering a DOS command.

Command-line interface An interface in which you perform operations by typing commands at a command prompt.

Compact Disc (CD) *See* Compact Disc-Read-Only Memory.

Compact Disc-Read-Only Memory (CD-ROM) An optical disk on which you can stamp, or burn, up to 1 GB (typical size is 700 MB) of data in only one session (where the disc cannot be erased or burned again with additional new data).

Compact Disc-Recordable (CD-R) A type of CD-ROM on which you can burn up to 1 GB of data in multiple sessions (where the disc can be burned again with additional new data, but cannot be erased).

Compact Disc-Rewritable (CD-RW) A type of CD-ROM on which you can read, write, and erase data, just like a floppy or hard disk.

Complex password A security feature to access important areas on a computer that contains characters from at least three of the four following categories: uppercase (A through Z), lowercase (a through z), numbers (0 through 9), and nonalphanumeric (!, $, *, etc.).

Compressing Storing data in a format that requires less space than usual.

Computer Management   A Windows utility that provides easy access to a specific computer's administrative tools.

Computer virus   A program that attaches itself to a file, reproduces itself, and spreads to other files, usually meant to cause harm to the infected computers.

Console   A Command Prompt option that enables you to change the appearance of the Command Prompt window.

Console tree   The hierarchy of tools in the left pane of the Computer Management window.

Contact   A person or company with whom you communicate.

Contact groups   A group of contacts that you can organize together.

Container   An item on the console tree to which you add objects. *See also* Console tree.

Contiguous   Adjacent location on a disk.

Control Panel   A central location for changing Windows settings. A window containing various programs that allow you to specify how your computer looks and performs.

Conversation thread   Consists of the original message on a particular topic along with any responses that include the original message.

Cookie   A file created by a Web site that stores information on your computer, such as your preferences and history when visiting that site. Also known as a first-party cookie.

Copy   A command that places a copy of a selected item on the Clipboard to be pasted in another location, but the text also remains in its original place in the document.

Copy backup   A Backup type that copies all selected files, like a normal backup, but does not clear the archive attribute.

Counter   A performance chart item that provides specific numeric information. *See also* Performance chart.

Cross-fades   A transition in which one clip slowly disappears while the next clip slowly appears, making the two clips appear on the screen at the same time.

Cut   A command that removes a selected item from a file and places it on the Clipboard, usually to be pasted in another location.

Daily backup   A Backup type that copies all selected files that changed on the day the backup was done.

Default   The standard way of displaying information or performing a task in Windows.

Deferred printing   To pause the printer so that a document sent to print waits in the print queue until the printer is unpaused.

Defragmentation   A process that allows you to rewrite the files on your disk to contiguous blocks rather than in random blocks.

Delete   To remove a file or folder from a disk.

Desktop   The screen that appears when you first start Windows, providing access to your computer's programs and files and to the Internet.

Destination disk   The disk to which you want to copy.

Destination file   The file where you store a representation of a linked object.

Destination program   The program where you store an embedded object.

Dialog box   A window that opens when you choose a menu command that is followed by an ellipsis (. . .); many dialog boxes have options you must choose before Windows or a program can carry out a command.

Differential backup   A Backup type that copies only selected files that have changed since the most recent normal or incremental backup.

Digital ID   A certificate in some programs, such as Microsoft Outlook or the Address Book. *See also* Certificate.

Digital media   Files, such as music tracks, video clips, and DVD segments.

Digital still camera   A camera that stores pictures digitally rather than recording them on film.

Digital Video Disc (DVD)   A type of CD-ROM that holds a minimum of 4.7 GB (gigabytes), enough for a full-length movie.

Disable   To turn off a feature.

Disk defragmenter   A Windows accessory that restores fragmented files in one location.

Disk label   A name you assign to a hard or floppy disk using the Properties dialog box.

Display adapter   A hardware device that allows a computer to communicate with its monitor.

Document   A file created using a word processing program such as WordPad.

Document window   The work area of the WordPad window.

Domain   A collection of computers that the person managing the network creates to group computers used for the same tasks together and to simplify the set up and maintenance of the network.

Double-clicking   Clicking the left mouse button twice.

Download   The process of transferring files, including Web pages, from the Internet to a computer.

Drag and drop A method that allows you to move text from one location to another using the mouse and without placing the information on the Clipboard.

Dragging Moving items or text to a new location using the mouse.

Driver Software that allows a hardware device (e.g., a printer) to communicate with Windows and other software applications.

DSL lines Wires that provide a completely digital path from one computer to another.

DualView A feature that allows you to add a secondary monitor and expand the size of your desktop.

DVD *See* Digital Video Disc.

Electronic mail A system used to send and receive messages electronically. Also known as e-mail.

Ellipses In a dialog box or on a menu, indicates that you must supply more information before the program can carry out the command you selected. *See also* Dialog box.

E-mail *See* Electronic mail.

E-mail servers An Internet location where your e-mail is stored before you access it.

Embedding Inserting an object created in one program into a document created in another program.

Emoticons Graphical symbols, such as a happy face, that you can insert into an instant message to convey emotions.

Enable To turn a feature on.

Enable compression A formatting option supported only on NTFS drives that specifies whether to format the drive so that folders and files on it are compressed.

End trim point The point in a media clip where you want to trim the end, which creates a new ending point.

End User License Agreement (EULA) A contract that gives you permission regarding your use of the Windows software on your computer and imposes certain restrictions, such as against copying the software.

Extract To uncompress a file or folder.

Fault tolerance The ability of a disk to resist damage—a critical issue with disks on a network computer.

File An electronic collection of information that has a unique name, distinguishing it from other files.

File Allocation Table (FAT) The standard file system. *See also* NT File System and File System.

File extension A three letter extension at the end of a filename that refers to the program Windows uses to distinguish, create, and open files of that type.

File hierarchy A logical structure for files and folders that mimics how you would organize files and folders in a filing cabinet.

File management The process of organizing and keeping track of files and folders.

File system Management and organization system that allows a disk to work with the operating system to store, manage, and access data. Two of the most common file systems are FAT (or FAT32, which is an improvement on FAT technology) and NTFS.

Filmstrip A folder view in which image files are displayed as a filmstrip.

Filter A management feature that allows you to view only events matching specified criteria, such as all events associated with a certain user.

Firewall A security system that creates a protective barrier between a computer or network and others on the Internet.

First-line indent marker The top triangle on the ruler in WordPad that controls where the first line of the paragraph begins.

First-party cookie *See* Cookie.

Folder A collection of files and/or other folders that helps you organize your disks.

Folder template A collection of folder task links and viewing options.

Folders Explorer Bar The pane on the left side of the file management window that displays all drives and folders on the computer and connected networks.

Font The design of letters, numbers, and other characters. For example, Times New Roman.

Foreground process The processing time that the program in which you are currently working requires to start and complete tasks, such as opening a dialog box and performing a command.

Format To change the appearance of information but not the actual content.

Format bar A toolbar in WordPad that contains formatting buttons.

Fragmented file A file that is broken up and stored on different parts of a disk.

Frame A separate window within a Web page.

Free space Portions of a disk that are not yet part of a partition or filled with information.

Full format A formatting option that removes all files from any floppy disk (previously formatted or not), and also scans the disk for bad sectors.

Full permission A permission type that allows the user to edit and save changes to the file (or "write") and execute programs on server or client computers.

Gigabyte A file size measurement equal to 1,024 megabytes.

Graphical user interface (GUI) Pronounced "gooey." An environment made up of meaningful symbols, words, and windows in which you can control the basic operation of a computer and the programs that run on it.

Hanging indent marker The bottom triangle on the ruler in WordPad that controls where second and subsequent lines of the paragraph begin.

Hardware device A physical object that you plug into a computer, such as a printer, fax, or scanner.

Help and Support A book stored on your computer with additional links to the Internet, complete with a search feature, an index, and a table of contents to make finding Windows-related information easier.

Hibernation A state in which your computer first saves everything in memory on your hard disk and then shuts down.

Highlighted When an item is shaded differently, indicating that it is selected. *See also* Select.

Hits The results of an Internet search that, when clicked, open a Web page or category.

Home computer Computer that is used to connect to another computer remotely over a phone line or modem when using the Remote Desktop program with Windows XP Professional.

Home page The page that opens every time you start Internet Explorer.

Home Phoneline Network (HPN) A network configuration that uses existing phone lines and telephone cable to connect computers located in different rooms of a home together without a network hub or special cables.

Hot plugging The ability to add and remove devices to a computer while the computer is running and have the operating system automatically recognize the change.

HPN *See* Home Phoneline Network.

HTTP (Hypertext Transfer Protocol) A type of incoming e-mail server that is used for Web sites, such as Hotmail, and allows you to send and receive e-mail messages in Outlook Express or on a Web site.

Hub *See* Network hub.

Hyperlinks (links) Highlighted text or graphics in a Web page that open other Web pages when you click them.

Icons Graphical representations of computer elements, such as files and programs.

IMAP (Internet Message Access Protocol) A type of incoming e-mail server that allows you to access multiple folders.

Import The process of inserting or bringing information into a program from another program or from the Web.

Incoming network connection A network connection that enables a computer to let other computers connect to it.

Incremental backup A backup option that backs up only the files that have changed since your last backup.

Ink-jet A hardware printing device that works by spraying ionized ink onto a sheet of paper.

Insertion point A blinking vertical line that appears in the work area of the WordPad window, indicating where the next text will appear when you type.

Instant message An online type-written conversation in real-time between two or more contacts.

Internet A communications system that connects computers and computer networks located around the world using telephone lines, cables, satellites and other telecommunications media.

Internet style The Windows user interface setting where you single-click icons to open them. Also known as Web style.

Internet account A set of connection information provided by an Internet Service Provider (ISP) or Local Area Network (LAN) administrator that allows you to access the Internet, and send and receive e-mail.

Internet Explorer A program that helps you access the World Wide Web.

Internet Service Provider (ISP) A company that provides Internet access.

Interrupt Request Line (IRQ) A software setting that allows a hardware device to communicate with your computer's software.

ISDN lines Wires that provide a completely digital path from one computer to another.

Keyword A word or phrase you submit to a search engine to find various Web sites on the Internet. *See also* Search engine.

Kilobyte A file size measurement equal to 1,024 bytes.

LAN *See* Local Area Network.

Laser printer A hardware printing device that utilizes a laser beam to produce an image on a drum, which is rolled through a reservoir of toner and transferred to the paper through a combination of heat and pressure.

Left indent marker The small square under the bottom triangle on the ruler in WordPad that allows you to move the first-line indent marker and the left indent marker simultaneously, which indents the entire paragraph at once.

Legacy hardware Any hardware device that is not designed for Windows Plug and Play.

Linking Connecting an object created in one program to a document created in another program so that changes made will be reflected in both.

Links *See* Hyperlinks.

Local Area Network (LAN) A network where the workstation computers are close together in a single building or group of buildings.

Local printer A printer connected directly to a computer.

Loop An option that repeatedly plays a media clip until you stop it.

Mapping A network feature that enables a user to create a direct connection to a network drive for quick and easy access.

Maximize A button located in the upper-right corner of the window that enlarges a window so it fills the entire screen.

Megabyte A file size measurement equal to 1,048,576 bytes, which is equal to 1,024 kilobytes.

Menu A list of available commands in a program. *See also* Menu bar.

Menu bar A bar at the top of a window that organizes commands into groups of related operations. *See also* Menu.

Message flags An icon associated with an e-mail message that helps you determine the status or priority of the message.

Minimize A button located in the upper-right corner of the window that reduces the size of a window.

Monitor *See* Audit.

Monitor A hardware device that displays the computer screen.

Monitor bar A toolbar that contains buttons to control the playback and navigation of a movie in Windows Media Player.

Mouse A hand-held input device that you roll across a flat surface (such as a desk or a mouse pad). *See also* Mouse pointer.

Mouse buttons The two buttons (right and left) on the mouse used to make selections and commands.

Mouse pointer The arrow-shaped cursor on the screen that follows the movement of the mouse. The shape changes depending on the program and the task being executed. *See also* Mouse.

Multitasking Working with more than one Windows program at the same time.

My Computer A built-in file management accessory that uses a task pane to help you organize your files and folders.

My Network Places A powerful Windows XP tool for managing files and folders across a network.

Network A system of two or more computers connected together to share resources.

Network connections A Windows XP feature that enables you to access network and Internet resources, whether you are physically connected using a direct cable or connected remotely using a dial-up or cable modem.

Network hub A hardware device that connects multiple computers to a central location.

Network Interface Card (NIC) A hardware device that allows a computer to communicate with a network.

Network printer A printer connected to a network and shared by those with access to the network.

News server A computer located on the Internet that stores newsgroup messages.

Newsgroups Online discussion groups about a particular topic, usually in an e-mail format.

NIC *See* Network Interface Card.

Node A category of tools in the left pane of the Computer Management window. *See also* Console tree.

Normal backup A Backup type that backs up all selected files, regardless of when the files were last changed.

Notepad A Windows text editing program that comes as a built-in accessory.

Notification area Located on the right side of the taskbar and used to display the time and icons for current running programs and related processes.

NT File System (NTFS) An advanced file system that provides additional performance, security, and reliability.

Object A picture, chart, video clip, text, or almost anything you can create on a computer.

Object Linking and Embedding (OLE) The process of placing and working with common objects in different programs.

Open Type font A font type based on a mathematical equation that creates letters with smooth curves and sharp corners.

Operating system A computer program that controls the basic operation of your computer and the programs you run on it. Windows XP is an example of an operating system.

Optimization The procedure of rearranging fragmented files into one location on a disk.

Outlook Express Start Page Displays tools that you can use to read e-mail, set up a newsgroup account, read newsgroup messages, compose e-mail messages, enter and edit Address Book information, and find people on the Internet.

Output The results of a DOS command.

Owner The person who can make changes to a file in a shared or network environment.

Pane Refers to a part of a window that is divided into two or more sections.

Parallel port A hardware connection that sends information more than one byte simultaneously.

Paste A command that copies the last item placed on the Clipboard and inserts it in the document.

Peer-to-peer networking A networking configuration that enables two or more computers to link together without designating a central server.

Performance chart A chart that system administrators use to observe how a computer's processes are behaving over time.

Permissions Settings that designate what each user can and cannot do to each file.

Personal folders A storage area designed for managing business and personal files and folders; for example, My Documents.

Pinned Refers to putting items on the Start menu, where they will be easily accessed. Pinned items remain on the Start menu until they are unpinned, or removed.

Pixel A single point on your monitor's screen. *See also* Screen resolution.

Places bar An area on the left side of the Open and Save dialog boxes that helps navigate to common locations or recently used files and folders on your computer or network.

Playlist A customized list or sequence of digital media.

Plug and Play Hardware designed for quick and easy installation with Windows XP.

Point A unit of measurement (1/72nd inch) used to specify the size of text.

Pointing Positioning the mouse pointer over an icon or over any specific item on the screen.

POP3 (Post Office Protocol) A type of incoming e-mail server that allows you to access e-mail messages from a single Inbox folder.

Port The location on the back of your computer where you connect the hardware, such as a printer cable.

Portable device Hardware, such as a small handheld piece of hardware equipment that combines computing, telephone/fax, Internet/e-mail, and networking, such as Pocket PCs and Personal Digital Assistants (PDA).

Power scheme A predefined collection of power usage settings.

Print Preview A feature that shows the layout and formatting of a document as it would appear when printed.

Print queue The order in which a printer prints documents.

Printing A process to create a printout. *See also* Printout.

Printout A paper document that you can share with others or review as a work in progress.

Privileged system components Windows operating system processes or tasks in progress.

Program button A button on the taskbar that represents an open program, program group, or file.

Programs Task-oriented software you use to accomplish specific tasks, such as word processing, managing files on your computer, and performing calculations. Also known as applications.

Project file The working copy of your movie in Movie Maker.

Properties The characteristics of a specific element (such as the mouse, keyboard, or desktop) that you can customize.

Protocol (component) The language that the computer uses to communicate with other computers on the network.

Quick Format The fastest way to format a previously formatted floppy disk by simply removing all of the files from it.

Quick Launch toolbar A toolbar that may be located next to the Start button on the taskbar that contains buttons to start Internet-related programs and show the desktop.

Random Access Memory (RAM) A temporary storage space whose contents are erased when you turn off the computer.

Read permission A permission type that allows the user to open and view the file but not make changes that can be saved in the file.

Recycle Bin A temporary storage area for deleted files that is located on your desktop.

Registration The process of providing contact information that ensures you receive product updates and support information from Microsoft. Registration is not required.

Remote computer Computer that is accessed by another computer remotely over a phone line or modem using the Remote Desktop program with Windows XP Professional.

Restore Down A button located in the upper-right corner of the window that returns a window to its previous size.

Restore point An earlier time before the changes were made to your computer to which System Restore returns your computer system.

Rich Text Format A standard text format that includes formatting information and provides flexibility when working with other programs.

Right-clicking Clicking the right mouse button to open a shortcut menu that lists task-specific commands.

Router A hardware device that connects any number of LANs together.

Scanner A device like a photocopy machine, on which you can lay photographs, books, and other documents that you want to save in digital format on your computer.

Scheme A predefined combination of settings that assures visual coordination of all items.

Screen font A font that consists of bitmapped characters. *See also* Bitmapped characters.

Screen resolution The number of pixels on the entire screen, which determines the amount of information your monitor displays.

Screen saver A moving pattern that fills your screen after your computer has not been used for a specified amount of time. *See also* Burn in.

Screen tip A description of a toolbar button that appears on your screen when you position the mouse pointer over the button.

Scroll bar A bar that appears at the bottom and/or right edge of a window whose contents are not entirely visible. Each scroll bar contains a scroll box and two scroll arrows. You click the arrows or drag the box in the scroll bar in the direction you want the window display to move.

Scroll box A box located in the vertical and horizontal scroll bars that indicates your relative position in a window. *See also* Scroll bar.

Search engine A program you access through a Web site and use to search through a collection of information found on the Internet.

Sector The smallest unit that can be accessed on a disk.

Select To click an item, such as an icon, indicating that you want to perform some future operation on it.

Separator page A page that lists the name, owner, date, and time of a print job and that prints before each document. Also known as a banner.

Serial port A hardware connection that sends information one byte at a time.

Server A single computer on the network designated to store these resources.

Service (component) A network component that allows you to share your computer resources, such as files and printers, with other networked computers.

Share name The name network users see on the network in My Network Places.

Shared printer A printer made available to computers on a network from a client computer.

Shortcut A link that you can place in any location that gives you instant access to a particular file, folder, or program on your hard disk or on a network.

Shortcut menu A menu that you display by right-clicking an item on the desktop. *See also* Right-clicking.

Shut down The action you perform when you are finished working with Windows to make it safe to turn off your computer.

Skin The Windows Media Player's appearance.

SMTP (Simple Mail Transfer Protocol) An outgoing e-mail server that is generally used to send messages between e-mail servers.

Snap-in A tool that you add to a container in the Computer Management window. *See also* Container.

Source disk The disk from which you want to copy.

Source file The file where a linked object is stored.

Source material Media such as audio, video, and still images used to create a movie in Movie Maker.

Source program The program where you create or insert an object.

Spooling The process of storing a temporary copy of a file on the hard disk and then sending the file to the print device. Also known as background printing.

Standby A state in which your monitor and hard disks turn off after being idle for a set time.

Start button Located on the taskbar and used to start programs, find and open files, access the Windows Help and Support Center and more.

Start menu A list of commands that allows you to start a program, open a document, change a Windows setting, find a file, or display Help and support information.

Start trim point The point in a media clip where you want to trim the beginning, which creates a new starting point.

Storyboard view A Movie Maker view that shows the order of your clips and allows you to rearrange them.

Straight cut A transition in which one clip ends and the next one starts immediately without overlapping.

Streaming media A technique for transferring media so that it can be processed as a steady and continuous stream. The Windows Media Player delivers streaming video, live broadcasts, sound, and music playback over the Internet.

Stretch A display properties option that displays the wallpaper picture or pattern enlarged across the desktop screen.

Subfolder A folder within a folder.

Submenu A menu that opens when you select an item with an arrow next to it from another menu. *See also* Menu.

Synchronize To update a file or Web page stored on one computer with the latest version of the same file or Web page on another computer.

System restore A program installed with Windows XP Professional used to undo harmful changes to your computer and restore its settings. *See also* Restore point.

System state data A collection of system-specific data, such as the registry and boot files, that can be backed up and restored.

Tab stop A predefined stopping point along the document's typing line.

Tabs A user interface at the top of dialog boxes that organizes options into related categories. *See also* Dialog box.

Tape drive A hardware device that reads data from and writes data onto a tape

Task Scheduler A tool that enables you to schedule tasks to run at a time convenient for you.

Taskbar Located at the bottom of the screen, and may contain the Start button, the Quick Launch toolbar, the notification area, and program buttons, for example.

Theme A set of visual elements, such as desktop background, screen saver, mouse pointers, sounds, icons, and fonts that provide a consistent look for Windows.

Third-party cookie A file created by a Web site you are not currently viewing, such as a banner ad on the current Web site you are viewing, that stores information on your computer, such as your preferences and history while visiting the current site.

Thumbnails A folder view in which files are displayed as miniature images.

Tile To display the background picture repeatedly in rows and columns across the desktop.

Timeline view A Movie Maker view that shows the duration of each clip and the types of transitions between them as well as the sound track.

Title bar Located at the top of the window and displays the name of the program and the file name.

Toggle A button or option that acts as an on/off switch.

Toolbar Used in a program to display buttons for easy access to the most commonly used commands.

Track A ring around the circumference of a hard or floppy disk.

Transition The way movie clips change from one to the next.

Trim A movie production process that deletes portions of clips you don't want to use.

Trim handles Small triangles above the selected clip that are used to change the frame size in a movie.

TrueType font A font type based on a mathematical equation that creates letters with smooth curves and sharp corners.

Uniform Resource Locator (URL) A Web page's address.

Upload To transfer a file to a Web site.

USB (Universal Serial Bus) port An external hardware interface on the computer that allows you to connect up to 127 peripheral devices, such as mice, modems, scanners, cameras, and keyboards, using plug-and-play technology and transfer data at high speed.

Virtual memory A process by which Windows uses hard disk drive space to simulate system RAM.

Virtual Private Network (VPN) A network connection that enables a computer to securely connect to a network over the Internet.

Volume A designated storage area that can span part of one or more disks.

Volume shadow copy A backup feature that backs up files even though they are in the process of being written to.

VPN *See* Virtual Private Network.

Wallet A .NET Passport service that stores personal financial information, such as your credit card number, in one location on their secure Web site, which you can use to make online purchases at participating .NET Passport Wallet Web sites without re-entering information each time.

WAN *See* Wide Area Network.

Web address A unique address on the Internet where you can locate a Web page. *See also* URL.

Web browser A software program that you use to "browse the Web," or access and display Web pages.

Web items Elements you can place on the desktop to access or display information from the Internet.

Web pages Documents that contain highlighted words, phrases, and graphics that open other Web pages when you click them.

Web site A location on the World Wide Web that contains Web pages linked together.

Web style *See* Internet style.

Whiteboard A program in Windows Messenger that you can use to display, share, and modify graphical content with others.

Wide Area Network (WAN) A network where the workstation computers are spread over a large area across town or the entire country, or internationally, using dial-up or wireless connections.

Window Rectangular frame on your screen that can contain several icons, the contents of a file, or other usable data.

Windows Classic The look and feel of the Windows 95, 98, and Windows Me desktop display. *See also* Classic style.

Windows Explorer A Windows file management accessory that uses two panes to help you organize your files and folders.

Windows Media Player A Windows accessory that allows you to play video, sound, and mixed-media files.

Windows Movie Maker A Windows accessory that allows you to create your own movies from a variety of sources.

Windows program Software designed to run on computers using the Windows operating system.

Word wrap A feature that automatically places text that won't fit on one line onto the next line.

WordPad A Windows word processing program that comes as a built-in accessory.

Workgroup A group of computers that perform common tasks or belong to users who share common duties and interests.

Workstation Computers on a network that access resources on a server instead of having to store them. Also known as clients.

World Wide Web Part of the Internet that consists of Web sites located on computers around the world connected through the Internet.

Write The process of copying files and folders to a compact disc. Also known as burning.